

EXECUTIVE SECRETARIAT **ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	ES	✓			
20					
21					
22					
SUSPENSE		Date			

Remarks

[Signature]
Executive Secretary

4/5/84

Date

3637 (10-81)

**THE WHITE HOUSE
WASHINGTON**

Executive Registry

84-1579

CABINET AFFAIRS STAFFING MEMORANDUM

Date: 4/4/84 Number: 168960CA Due By: _____

Subject: Disposition of Briefing Papers Circulated for use in Cabinet
Council Meetings

ALL CABINET MEMBERS	Action	FYI		Action	FYI
Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>	CEQ	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treasury	<input type="checkbox"/>	<input type="checkbox"/>	OSTP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input type="checkbox"/>	<input type="checkbox"/>	ACUS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	Baker	<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>	McFarlane	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	Svahn	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
GSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
EPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
OPM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCFA/	<input type="checkbox"/>	<input type="checkbox"/>
VA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCHR/Simmons	<input type="checkbox"/>	<input type="checkbox"/>
SBA	<input type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
			CCMA/Bledsoe	<input type="checkbox"/>	<input type="checkbox"/>
			CCNRE/	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

For your information I have attached a recent example of the problem of unsecured briefing papers. A Presidential decision memorandum was circulated in advance of a recent Cabinet Council on Commerce and Trade meeting with the President. It was subsequently reprinted verbatim in the March 23, 1984 issue of "Inside the Administration." Unfortunately, there are other examples as well.

Thank you.

RETURN TO:

☒ Craig L. Fuller
Assistant to the President
for Cabinet Affairs
456-2823

☐ Katherine Anderson
☐ Tom Gibson
☐ Don Clarey
☐ Larry Herbolshem
Associate Director
Office of Cabinet Affairs




L-300

THE WHITE HOUSE

WASHINGTON

APRIL 4, 1984

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: CRAIG L. FULLER 
SUBJECT: Disposition of Briefing Papers Circulated for
Use in Cabinet Council Meetings

In recent weeks, there have been a number of instances in which briefing papers, circulated by my office for use in Cabinet Council meetings, have found their way into the hands of the press and other groups outside the White House. Unfortunately, these background papers and the options described within them, are often incorrectly characterized as Administration policy.

Although not explicitly indicated, these papers are sensitive and in no way intended for circulation outside of your immediate purview. I would ask that you give your personal attention to ensuring that a system is in place to provide for the proper handling of these documents. This is important both during and after the period when the issues addressed in these papers are under review.

The integrity of the Cabinet Council system and the quality of the advice that flows to the President thru this system is dependant upon the confidential exchange of ideas. If the successes of the Cabinet Council process are to continue, all participants will need to exercise particular prudence in the handling of Cabinet documents.

Thank you for your assistance in this matter.

Attachment

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